

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, March 14, 2006
5:00 p.m.

Members Present

Dennis Howard, Chairman
Michael Gillette, Vice Chairman
Bert Dodson
Tom Gerdy
Linda Jones
Kelvin Moore
Terri Proffitt

Members Absent

Staff Present

Kimball Payne
Lee Newland
Nicole Gilkeson
Mary Jane Russell

1. Call to Order

Mr. Howard called the meeting to order.

2. Approval of Minutes

The Authority approved the minutes with amendments.

3. Discussion on Parking Authority Mission, Goals, and Objectives

The Authority discussed the draft workplan as revised by staff based on February 14 meeting feedback. Revisions were made as to the order of the goals. Based on the importance of increasing communications with parking stakeholders and the maximization of on-street parking options, the Parking Authority recommended these goals be placed first and second, respectively. The Parking Authority also recommended that the goal of optimal use of off-street parking should follow. The final goal communicates the determination of appropriate methods for financing development and operations of parking facilities.

4. Review data needs

The overall discussion focused on staff capabilities for gathering and analyzing data and the need to hire a consultant. Nicole Gilkeson submitted an updated parking count survey as well as maps showing the presence of parking, the size of lots, and the percent occupancy in each lot between 10 a.m. and 12 p.m., as well as from 2 to 4 p.m.. Mr. Payne then presented a Request for Qualifications and it was suggested that the

consultant work with City Staff to maximize available resources. Mr. Gerdy made a motion to request City Staff to go through the process of putting out a Request for Qualifications. Mr. Moore seconded the motion. All were in favor of the motion.

5. Consider increasing the cost of monthly parking on City decks to \$50 beginning July 1

Ms. Proffitt submitted a draft letter to the Parking Authority which notified parking customers that the rates would increase to \$50 beginning July 1. The Parking Authority discussed the option of raising parking deck prices by \$5 in two increments, rather than at once. Mr. Dodson moved to increase the parking costs by \$5 to \$45 on July 1, 2006 and then to \$50 on July 1, 2007. Mr. Moore seconded the motion. Three Parking Authority Members voted to approve the motion, and three were opposed. The Parking Authority agreed to revisit the issue at the April 11 meeting.

6. Update on the potential 8th Street and Commerce Street project from Mary Jane Russell

Ms Russell stated that the project is still under consideration, and conversation between the Economic Development Office and property owners is ongoing. She has spoken with downtown businesses as well as prospective downtown tenants; all have expressed a need for more parking in the downtown area.

7. Next Steps

Staff was asked to: 1) revise the Parking Authority's mission, goals, and objectives based on input earlier in the meeting, as well as reorganize goals based on priorities 2) provide the Parking Authority with parking demand data and maps showing the presence of City –owned and privately owned lots, and 3) issue a Request for Qualifications for a consultant.

7. Adjourn

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, April 11 at 5:00 p.m. in the City Manager's Office.